## PROCEDURE FOR PARTICIPATING IN COOPERATIVE EDUCATION TRAINING PROGRAM

Students check their basic qualifications for participation in cooperative education training program and find/apply for a position in an establishment. Does not accept Pending the result of cooperative education training hearing, students wait for an official letter of acceptance from the establishment. Accept Students contact cooperative education advisor/in-service instructor. Accept Students have the advisor consider the topic, scope, and details of the project on which they will train at the establishment. Accept Students submit an application form requesting to participate in cooperative education training (documents for filing are indicated in the notes). Not approved The Co-operative Committee considers the application. Approved Announcement of selected students for cooperative education training with a list of advisors/in-service instructor The faculty issues a letter of submission for the selected students. Before starting cooperative education training, students must attend at least 30 hours of preparatory training and orientation at the faculty before going to train at the establishment. Students train at the establishment. Note: Documents submitted with the application requesting to participate in cooperative education training program are the following:

- 1. Cooperative Education Application Form;
- 2. Cooperative Education Project's Topic Proposal Form;
- 3. Consultant Confirmation form for cooperative education advisor/in-service instructor;
- 4. Student Acceptance Form from the establishment for participating in cooperative education program;
- 5. Cooperative Program Eligibility Verification Form.